

PrintSTEP Annual Report

As a Printer with Agreement status, you are required to complete this PrintSTEP Annual Report by reporting annual air emissions, wastewater effluent data, storm water status, and confirm hazardous waste activity, if applicable. The PrintSTEP Annual Report must also describe any modification or change that has been made to the facility over the reporting year. You may refer to your original application for reference. If conditions at the facility are consistent with your original PrintSTEP application and you are not required to report annual air emissions, wastewater effluent data, or hazardous waste activity per your Agreement, merely complete the attached response card certifying that your status has not changed.

1. Background Information

Your Name:	Phone:
Facility Name:	Fax:
Street Address:	E-mail:
City:	Reporting Year:

2. Waste Water Information - Effluent Sampling

	Yes	No
Are you required to perform effluent sampling? If so, for what parameters? _____		
Were samples collected in accordance with schedule and protocol described in Agreement?		
Did effluent sample results indicate any exceedance of discharge limits? If so, what was exceeded and when? _____		
Did you notify the POTW?		
Did any other deviations occur?		
If yes, did you notify the POTW of the deviation?		
Did you send a copy of the annual effluent sampling results to the POTW?		
Attach a copy of effluent sampling results.		

3. Storm Water Information

	Yes	No
Does your facility meet the “no-exposure” status for wastewater as determined by the included checklist (also found on Page 4-3 of Chapter 4 in the Workbook)? If no, did you comply with your SWPPP? Y / N		
<i>Please attach a copy of your “no exposure” checklist, if applicable.</i>		

4. Hazardous Waste - Hazardous Waste Activity Reporting

	Yes	No
Did you submit your quarterly hazardous waste activity reports to Reporting Information Management Systems?		
Did you submit the applied hazardous waste fee, if assessed?		
If you are a SQG, have you submitted your self-certification declaration, fee, Corrective Action Plan, if necessary, by the applicable deadline (Jan 2004, Jan 2005, Jan 2006)?		
If you are a FQG, have you or a staff person at your facility completed the required coordinator training and certification and renewed it annually?		

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5. Air Emissions

Refer to Chapter 6, 7, and 8 in the *Workbook*.

What is your VOC Air Level calculated from Chapter 6?					
<i>circle one:</i>	1	2	3	4	5
What is your RTAP Level calculated from Chapter 7?					
<i>circle one:</i>	1	2			
What is your HAP Level calculated from Chapter 8?					
<i>circle one:</i>	1	2	3		

5a. Air Emissions Reporting

What are your VOC emissions in tons/year?	
Annual emission fees are due by April 15th. The emission fee is determined annually. Call 271-6283 for annual fee.	
Any deviations regarding air emissions reported over the past year?	Yes No
If yes, attach a copy of the written report.	
If actual VOC emissions are greater than 10 tons per year (tpy), report the following:	
1. The operating schedule during the high ozone season (June 1 through August 31) for each VOC emitting process including, days and hours of operation per calendar month. <hr/> <hr/>	
2. VOC emission data in tons per year for a high ozone season day during the calendar year in pounds per day.	
3. Emission factors used to calculate emissions.	
Attach emission calculations or use table below for annual VOC emissions.	

TOTAL VOC EMISSIONS

PRODUCT	AMOUNT USED (gal/yr)	VOC CONTENT (Density in lbs/gal) or (% wt)	EMISSION FACTOR	ACTUAL EMISSIONS (lbs/yr)
TOTAL VOCS lbs/yr				

Multiply Amount Used (gals/yr) by VOC Content (lbs/gal) by Emission Factor, if any, to get Actual Emissions (lbs/yr). If Amount Used is reported in lbs, multiply Amount Used (lbs/yr) by VOC Content (% by weight) by Emission Factor, if any, to get Actual Emissions (lbs/yr).

6. Modifications to the Facility

Describe any modifications or changes made to the facility over the past year.

Signature of PrintSTEP Applicant:

Printed Name: